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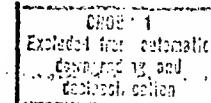
24 April 1968

MEMORANDUM FOR: All Recruiters (FY 68-55)

SUBJECT : Off-Campus Test Sites

1. This memorandum is for the information of all recruiters. It requires action on the part of certain recruiters. The action required is outlined in paragraph 7.
2. When our program for testing applicants in the field is resumed, it is planned to utilize a number of off-campus sites in addition to test centers located on various campuses throughout the country. The off-campus sites will be used for testing of applicants from academic institutions in the vicinity as well as others living in the general area of the cities in which the sites are located. The cities initially selected for off-campus test sites are identified in paragraph 5. The on-campus sites will be designated in the near future.
3. Off-campus test facilities which can be located in buildings under control of the Federal Government should afford greater security than similar facilities in privately owned buildings. They are also far less expensive. Because of these factors, the Office of Logistics was requested to determine from the Central Office of the General Services Administration (GSA) if suitable space could be made available in designated cities for use by the Agency in conducting its testing program.
4. GSA has now advised that they anticipate no problem in accommodating us and the GSA individuals listed in the following paragraph have been apprised of our requirements i.e., that testing rooms must be large enough to accommodate 25 persons, they must be well lighted, have appropriate furniture (desks and chairs), and be available for our use at least every other Saturday on a regularly scheduled basis.

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5. Following are the names, position titles, addresses, and telephone numbers of GSA personnel who have been notified of our needs and requested to cooperate:

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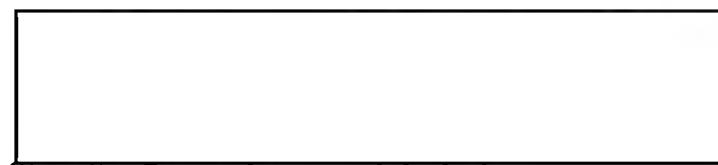
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6. In order to get the off-campus testing program in operation, the next required step is for the recruiters having offices in the above listed cities to meet with their respective GSA counterparts as soon as possible.

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Purpose of the meeting will be to discuss the program, examine the proposed testing sites for suitability, and determine if there are any problems which may delay, hinder, or prevent the program from operating at the field level. After the meeting, each recruiter will submit a written report covering the following items:

- a. Date of meeting and names of individuals present.
  - b. Is testing space available and suitable (size, lighting, desks and chairs, rest-rooms, adequate heat, ventilation, etc.)?
  - c. Exact location and address of the testing room.
  - d. Earliest Saturday at which the space will be available for our use.
  - e. Any access problems on Saturdays?
  - f. Will the space be available for two Saturdays per month on a regular basis?
  - g. Do you foresee any local problems in conducting the program?
  - h. Are eating facilities for lunch available nearby?
  - i. Any other comments or recommendations you care to make.
7. I would like to receive your reports as soon as possible but in no case later than 15 May 1968. Upon receipt of your reports, negotiations can then begin for acquiring test administrators for the off-campus facilities.



Chief, Recruitment Division

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UNITED STATES GOVERNMENT

# Memorandum

TO : Chief/RD

FROM : [REDACTED]

SUBJECT: Off-Campus Test Sites (FY 68-55)

DATE: May 3, 1968

25X1

SUBJECT:

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b. Testing space is available and suitable. It is about 60' X 22' in size and is known as a "40 person" conference room. It currently contains five 12' X 4' tables and thirty-three very comfortable chairs. Lighting is recessed in a sound proofed ceiling and very adequate. There are four large windows on one end of the room and two doors at the other end. Between the doors are two 12 hanger costumers. Above the hangers is an electronically controlled clock. The room has wall to wall carpeting and is quite sound proof. There are both floor and table cigarette receivers. The room is adequately ventilated and heated as conditions demand.

c. The room is [REDACTED] and is adjacent to five phone booths and a lady's rest room and across the hall is a men's rest room. The address would be as follows:

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d. The space is available now.

e. The building is open until 12 noon on Saturday, so there would be no access problem. However, after lunch, our people would have to sign in with the guard and sign out again when they leave between 4 P.M. and 5 P.M. As an alternative, it would be easier for the test administrator to check the candidates in and out from a master list and be responsible for the applicants.

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5010-108

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UNITED STATES GOVERNMENT

# Memorandum

TO : Chief/RD

DATE: May 3, 1968

FROM :

SUBJECT: Off-Campus Test Sites (continued)

- f. Yes, the space will be available for two Saturdays per month or more if we wish.
- g. I see no local problems other than it might be better if we had individual tables or desks for each candidate. As it is now, there is enough table space so that the applicants are not crowded.
- h. There are several excellent eating facilities for lunch very close by.

JWG:sjr

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SC 10-103

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

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UNITED STATES GOVERNMENT

# Memorandum

25X1 : [redacted]  
Chief, Recruitment Division

25X1 : [redacted]

SUBJECT: Off-Campus Test Site  
25X1 [redacted]

DATE: 11 May 1968

The subparagraphs will refer correspondingly to your memorandum, dated 24 April 1968:

[redacted]

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25X1 b. Testing space is available and relatively suitable. I say relatively, when comparing the location to what we had at [redacted] was ideal from an attractive accommodation standpoint. This new site has desks, chairs, and good lighting, ventilation, and restrooms. Twenty-five people could be tested comfortably.

c. The address of the building is:

[redacted]

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25X1 The building is accessible by subway, automobile [redacted] and by train (10 minute walk from [redacted])

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d. The space is available to us on any Saturday at our convenience.

e. There are no access problems; on Saturday Guards are present in the lobby and elevators will be working.



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f. The space will be available for two Saturdays per month on a regular basis.

g. I do not foresee any local problem in conducting the program.

h. Eating facilities for lunch and automobile parking are available nearby.

i. If test administrators will be needed for this off-campus test facility, I would like to recommend [redacted]

[redacted] has been running our testing program [redacted] in a most efficient manner. He has a qualified staff, and maintains liaison with [redacted]. I have not discussed this with him as yet, but I would like to have approval to discuss it with him if he would be interested, more or less to "feel him out" on the subject.

Please advise.



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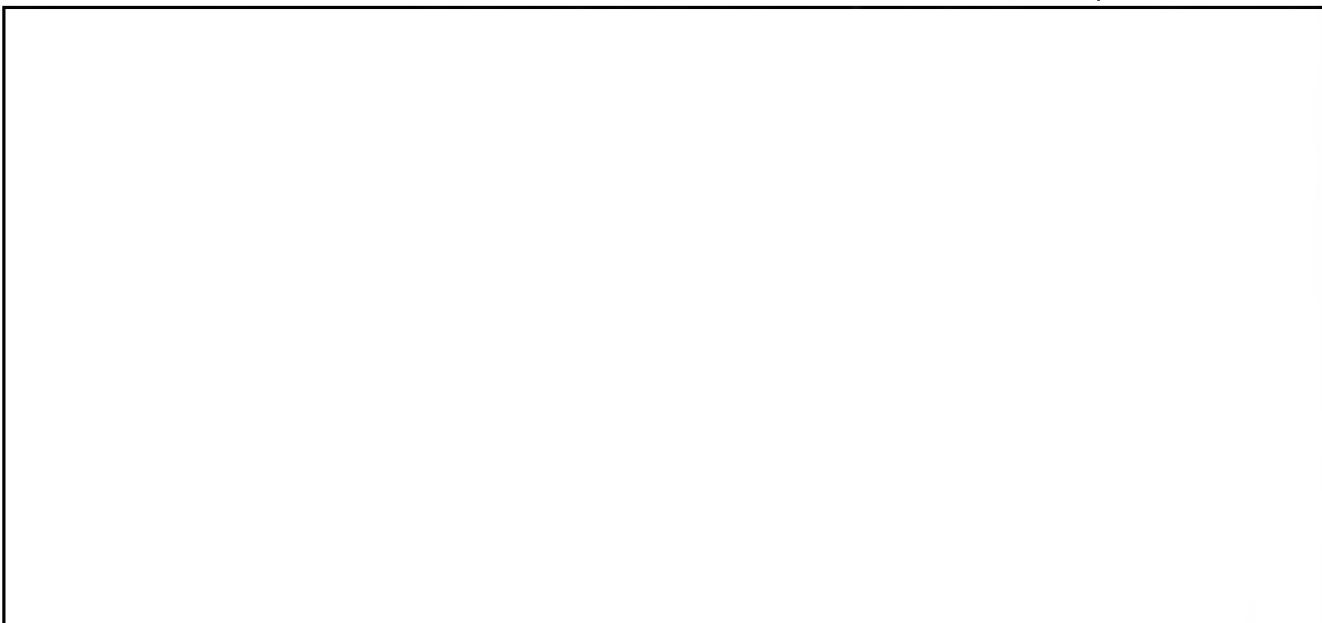
# Memorandum

25X1 : Mr. [redacted] Chief, Recruitment Division DATE: 10 May 1968

25X10M : Mr. [redacted]

SUBJECT: Off-Campus Test Sites - Ref. your memo dtd 24 April 1968 (FY 68-55)

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Though not as convenient in proximity to the train stations and other transportation points as the [redacted] it certainly would not present any significant access problems on Saturdays, and in fact, commercial parking lots are readily available as well as luncheon facilities.

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3. If utilization of the aforementioned site were made, it would require coordination with the Civil Service Testing Program and hence the presence of [redacted]. The Civil Service Test Schedule has been published for the entire year, as I understand it, and there appeared to be an ample number of Saturdays available to schedule at least 1 test a month and possibly 2. The test dates would have to be established somewhat in advance and the space committed, so that Civil Service would not schedule any additional test for that particular date. It was explained that occasionally the local Civil Service receives instructions from Washington to administer a test that was not previously scheduled on one of the open dates. Thus our dates would apparently have to be coordinated with the Civil Service in Washington as well as the Regional Office.



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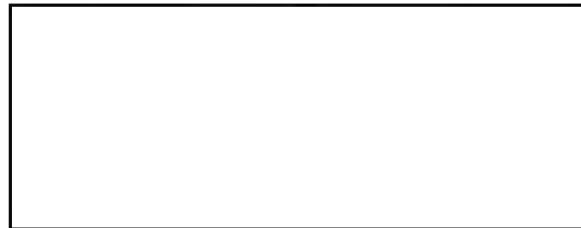
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Page 2 - Off-Campus Test Sites

4. While reviewing the Civil Service Schedule, it appeared that virtually every last Saturday in the month was available and in addition several other Saturdays. Thus if appropriate arrangements could be made in time with GSA and Civil Service, the test program could technically be initiated as early as the last Saturday in May. Since the site is not ours alone to use, our first available date for testing would depend on the overall schedule from the date official arrangements were completed and we formally initiated our program. But in no case would it be more than a few weeks. On the basis of the information to date, I could see no local problems in conducting such a program.



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# Memorandum

25X10

: [Redacted]

DATE: 1 May 1968

FROM :

SUBJECT: Off-Campus Test Sites Re: FY 68-55

This is the report on the testing facilities for [Redacted] area requested in the above mentioned memo.

(a)

[Redacted]

(b)

(c)

(d) The room available is rarely used on Saturdays and its use can be scheduled for as early as Saturday, 4 May 1968.

(e) The building is normally closed on Saturdays. Applicants scheduled for testing are to be instructed to use the [Redacted] entrance. They will also be obliged to sign the registry, maintained by the building guards, when they enter the building and again when leaving.

(f) There is no problem in reserving the space. It will be available two Saturdays per month on a regular basis.

(g) I do not foresee any local problems in conducting the program.

(h) Eating places are easily accessible and several are located within a one block area of the building.

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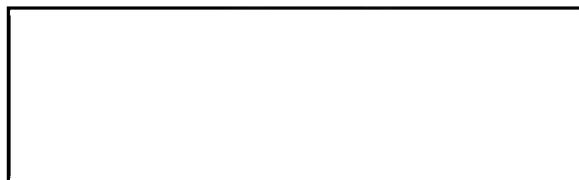
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- (i) Comment: I suggest that consideration be given to the training of the recruiting office secretaries to qualify as FCDP test administrators. I believe they can do a very acceptable job and the \$25.00 test administration fee that we now pay would be an attractive inducement. Also, the Agency, [redacted] would have better control of the program.



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UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, RD

DATE: 8 May 1968

25X1 FROM : [redacted]

SUBJECT: Off-Campus Test Sites (FV 68-55)

I will address myself, with no editorial verbiage, directly to the questions as posed in the requesting Memorandum.

a.)

[redacted]

b.)

[redacted]

c.)

d.) We can begin using the space immediately. [redacted] said that we will have priority on the use of the room every Saturday. If anyone else wants to use it he will check with me before letting anyone else reserve it. He requests one week advance notice for setting up room and having a custodian available.

e.) No access problems on Saturdays. We can use the room from 0800 until 1600.

f.) Answered in(d.).

g.) I foresee no local problems in conducting the program.

h.) Eating facilities are available within a one block radius from the building.

i.) I have no other recommendations to make other than that I feel that we may find this a better method of testing as long as we have decentralized sites located throughout the recruitment area.

[redacted]

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan



5.10-108

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7 May 1968

MEMORANDUM FOR: Chief, Recruitment Division  
SUBJECT: Off-Campus Test Sites  
REFERENCE: Your memo (FY 68-55) dated 24 April 1968

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4. Mr. [redacted] offered the use of the building parking facilities to the tester, but cannot make parking available to the applicants. However, within a block or so of the building are several coin-operated parking lots where one can park for 75¢ for 12 hours. (Parking garages in the area charge \$2.00-2.50).

5. A building guard is maintained on a 24-hour basis and on Saturday all persons entering and leaving the building are required

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to sign in and out. [redacted] assured me that if we felt it desirable for our purposes, arrangements will be made for our applicants to sign a separate roster, or the guard could be provided a list of names in advance which he could check in and out upon their arrival and departure.

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6. I was introduced to [redacted] secretary to Mr. [redacted] who will be the point of contact between this office and the GSA for reserving the room and making any other necessary arrangements. While there is no problem in our obtaining the use of the room every other Saturday as suggested, Mr. [redacted] did request that it be reserved not more than two months in advance; of course, the reservation is renewable every two months. Use of the room can begin immediately.

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# Memorandum

TO : Chief, RD

DATE: 7 May 1968

25X1

FROM :



SUBJECT: Off-Campus Test Sites

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- a. With advance notice, the room will be available for our use on most Saturdays. The earliest Saturday can be designated by the Agency.
- e. The building is open to the public until Noon on Saturday. A written request from me, submitted a few days in advance, will give us access to the room all day Saturday.
- f. Space will probably be available for two Saturdays per month on a regular basis. We may have to coordinate our use of the room with other agencies.
- g. I foresee no local problems in conducting the program.
- h. Vending machines are situated in the corridor of the Main Floor of the building. They are well stocked and used around the clock by Post Office employees.
- i. This building is conveniently located on the edge of the Civic Center area [redacted]. It is easy to reach by freeway from any part of the metropolitan region. There are ample parking facilities nearby. [redacted] assures me that their staff of security guards affords effective protection.

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6 May 1968

MEMORANDUM FOR: Chief, RD

SUBJECT : Off-Campus Test Site

25)



I believe this room could be made available to us on a very early date.

There are no access problems on Saturday mornings. There are GSA guards on the ground floor who could direct people to the fifth floor. The building would be closed before the completion of the eight-hour test, but people taking the test would have no problem getting out of the building.

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Chief, RD/OP  
6 May 1968

As indicated above, the Conference Room could be made available on almost any Saturday when the Agency would want it.

There are eating facilities nearby. There is a snack bar in the Federal Building, and there are cafeterias and restaurants within a block or so from the Federal Building.

I see no problems associated with the conduct of the tests in the Federal Building [redacted] It would be better if individual tables were in the Conference Room, but I believe that judicious use of the conference tables which are there would prove satisfactory.

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Points for 20 May meeting on "Testing":

1. Status of test
2. Letter to recruiters - Tab A
3. Status of places for testing - Tab B.
  - a. GSA space
  - b. campus facilities

(MFR of prior meeting - Tab C)